

DHHS Human Resources and Development

From: DHHS Human Resources and Development
Sent: Friday, February 01, 2013 9:25 AM
Subject: Performance Evaluations in the Employee Development Center

This note is being sent to all DHHS Supervisors.

Good morning! As you are aware, the statewide performance evaluation system (Employee Development Center) was implemented earlier this month. With the 62 day workflow, employees with a continuous service date of March 14th were the first to receive a "task" to complete their evaluation in the EDC. A few bugs were addressed during the first couple days, but the system has been running smoothly since and the LINK helpdesk has been respondent to oddities as they arise.

The OnBase system is still active for those employees who have a performance evaluation due date in January, February and between March 1st and March 13th. In addition, for the time being, OnBase will continue to be the system we use to complete end-of-probation and special performance evaluations. This functionality is currently being built in the EDC and should be available for use shortly. Since OnBase is still currently active, you may receive email notifications to complete a performance review in OnBase after the March 14th continuous service date. Please note that you are only required to complete ONE annual performance evaluation. If you have already received an email notification from the EDC to complete a performance evaluation and receive a subsequent email notification from OnBase for the same employee, please ignore the notification from OnBase and complete the performance evaluation in the EDC.

To summarize:

- OnBase will be utilized to complete the following performance evaluations:
 - Employee's with a continuous service date of January, February and between March 1st and 13th;
 - End-of-Probation evaluations (until notified otherwise)
 - Special performance evaluations (until notified otherwise)
 - Any performance evaluations you are currently completing or those that are currently past due
- The Employee Development Center/EDC will be used to complete the following performance evaluations:
 - Employee's with a continuous service date of March 14th and beyond

If you have questions on how to complete the performance review in the new Employee Development Center, please visit the LINK website for a listing of user guides and video tutorials at http://das.nebraska.gov/personnel/user_guides.html. A Frequently Asked Questions document is also located on the DHHS Intranet at <http://dhhs.ne.gov/Documents/FAQs%20for%20EPM.pdf>. As always, you may contact the LINK help desk at 402-471-6234 or as.linkhelp@nebraska.gov.